



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

March 6, 2003

Ivo Spalatin, Treasurer
Council for a Livable World
110 Maryland Avenue NE
Washington, DC 20002

Identification Number: C00029165

Reference: 30 Day Post-General Report (10/17/02-11/25/02)

Dear Mr. Spalatin:

This letter is to inform you that as of March 5, 2003, the Commission has not received your response to our request for additional information, dated February 12, 2003. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

An adequate response must be received at the Commission by March 26, 2003. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter, please contact Jane Parks on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or our local number (202) 694-1130.

Sincerely,

A handwritten signature in dark ink, appearing to read "John D. Gibson".

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20543

RQ-2

Ivo Spalatin, Treasurer
Council for a Livable World
110 Maryland Ave NE
Washington, DC 20002

FEB 12 2003

Identification Number: C00029165

Reference: 30 Day Post General Report (10/17/02-11/25/02)

Dear Mr. Spalatin:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR §104.7(b)(1))

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Second, if the information is not provided, you must make one follow-up, stand alone effort to obtain this information, regardless of whether the contribution(s) was solicited or not. This effort must occur no later than 30 days after receipt of the contribution and may be in the form of a written request or an oral request documented in writing. (11 CFR § 104.7(b)(2)) The request must:

- clearly ask for the missing information, without soliciting a contribution;
- inform the contributor of the requirements of federal law for the reporting of such information, and
- if the request is written, include a pre-addressed post card or return envelope.

Third, if you receive contributor information after the contribution(s) has been reported, you shall either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR §104.7(b)(4))

Please provide the missing information or a detailed description of your procedures for requesting the information. For more information on demonstrating "best efforts," please refer to the Campaign Guide.

- Schedule A supporting Line 11(a)(i) discloses earmarked contributions to Paul Wellstone for the 2002 General Election made after 10/25/2002; however, once a candidate is no longer a candidate in the general election, all contributions made should be returned. 11 CFR §110.1(b)(3)

If any apparently impermissible contribution in question was incompletely or incorrectly disclosed, you should amend your original report with clarifying information.

If you have received and forwarded an impermissible contribution, you must request a refund from the candidate committee and refund the amount to the original contributor.

Please inform the Commission of your corrective action immediately in writing and provide a photocopy of the refund request sent to the recipient

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committee(s). In addition, any refunds should be disclosed on Schedule A supporting Line 16 while refunds made to contributors should be disclosed on Schedule B supported Line 28(a) of the report covering the period during which they are received. 11 CFR §110.1(b)

Although the Commission may take further legal action regarding this impermissible activity, your prompt action in obtaining a refund and/or redesignating the contribution(s) will be taken into consideration.

-Your report discloses earmarked contributions made to Jack Reed, however the candidate state provided on Schedule A conflicts with the candidate state provided on Schedule B. Please amend your report by providing the correct candidate state for each contribution received. 11 CFR §104.3(b)(3)(ii) and (v)

A response or amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. Electronic filers must file amendments (to include statements, designations, and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,



Jane Parks
Campaign Finance Analyst
Reports Analysis Division

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